

**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**  
**STATE BUILDING CODE TECHNICAL REVIEW BOARD**  
**501 North Second Street, Richmond, Virginia 23219 Tel: (804) 371-7150 Fax: (804) 371-7092**

**APPLICATION FOR ADMINISTRATIVE APPEAL**

Regulation Serving As Basis of Appeal (check one):

- \_\_\_\_\_ Uniform Statewide Building Code
- \_\_\_\_\_ Statewide Fire Prevention Code
- \_\_\_\_\_ Industrialized Building Safety Regulations
- \_\_\_\_\_ Manufactured Home Safety Regulations
- \_\_\_\_\_ Amusement Device Regulations

Appealing Party Information (name, address and telephone number):

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Opposing Party Information (name, address and telephone number of all other parties):

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Additional Information (to be submitted with this application)

- ☐ Copy of enforcement decision being appealed
- ☐ Copy of record and decision of local government appeals board (if applicable and available)
- ☐ Statement of specific relief sought

**CERTIFICATE OF SERVICE**

I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, a completed copy of this application, including the additional information required above, was either mailed, hand delivered or sent by facsimile to the State Building Code Technical Review Board and to all opposing parties listed.

Signature of Applicant: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
(please print or type)